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OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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OPNAVINST 3000.13E
N3/N5
27 Jan 2021

OPNAV INSTRUCTION 3000.13E

From: Chief of Naval Operations

Subj: NAVY PERSONNEL TEMPO AND OPERATING TEMPO PROGRAM

Ref: (a) 10 U.S.C. §991
(b) DEPSecDef National Security Waiver, 8 Oct 2001
(c) 2019 Contingency Planning Guidance
(d) DoD Instruction 1336.07 of 28 July 2009
(e) FY19 20 Global Force Management Implementation Guidance
(f) 37 U.S.C. § 436
(g) DoD Instruction 7000.14-R, DoD Financial Management Regulation of October 2018
(h) OPNAVINST 5440.77B
(i) SECNAV Manual 5214.1 of December 2005
(j) USD (P&R) Memorandum, Revised Mobilization/Demobilization Personnel and Pay Policy for Reserve Component Members Ordered to Active Duty in Response to the World Trade Center and Pentagon Attacks – Section 1, 15 March 2007

Encl: (1) Navy PERSTEMPO Program
(2) Navy OPTEMPO Program
(3) Standard Definitions for Navy PERSTEMPO and OPTEMPO Program

1. Purpose

a. To issue policy, procedures and reporting requirements regarding personnel tempo (PERSTEMPO) of individual Sailors and operating tempo (OPTEMPO) of deployable units. This instruction is a complete revision and should be reviewed in its entirety.

b. Following is a summary of changes to this revision:

(1) Updated dwell limit from 1:1 to 1:2 with a goal of 1:3.

(2) Changed deployment length from 245 down to a maximum of 220 days.

(3) Changed Cumulative Days Deployed (CDD) to Cumulative Underway Days (CUD). Directs all Naval forces to track and report CUDs in a 3-year period (2 years back, 1 year forward) counting every day a unit is underway or away from permanent station as a unit.

(4) Sets specific OPTEMPO limits.

(5) Clarified waiver and quarterly report procedures for OPTEMPO.

2. Cancellation. OPNAVINST 3000.13D.

3. Discussion

a. The Navy PERSTEMPO program outlined in enclosure (1) establishes procedures to track the frequency and duration that the individual Sailor is away from homeport. It is designed to comply with the requirements of references (a) through (j) and to balance operational requirements with Sailor quality of life. Reference (b) suspends deployment limits applied by reference (a), but does not suspend reporting requirements located in reference (a).

b. The Navy OPTEMPO program outlined in enclosure (2) establishes procedures to manage, track and report the frequency and duration of unit's pace of operations. It is designed to comply with the requirements of Federal Law and references (c) and (e).

c. As depicted in figure 1, three lines of effort support the PERSTEMPO and OPTEMPO programs:

(1) Defined deployment and scheduling parameters.

(2) A system of reporting.

(3) Inputs to inform force structure development and resultant Program Objective Memoranda (POM).

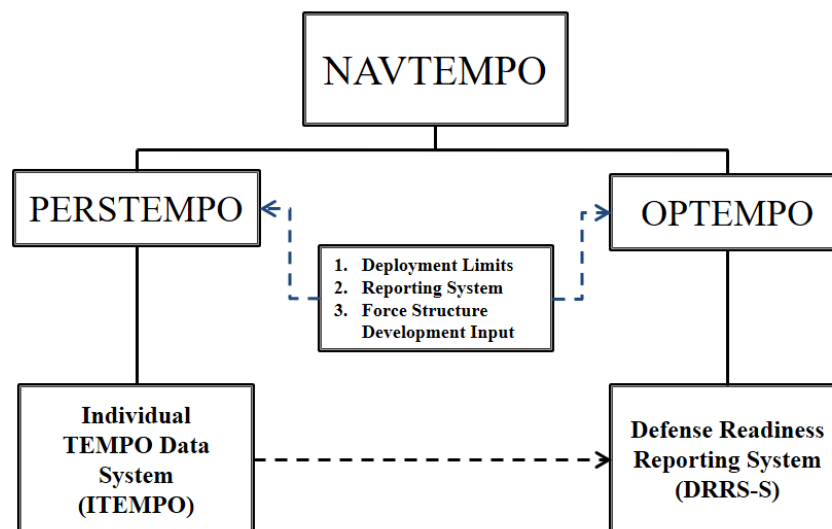


Figure 1

d. Accurate reporting is integral to the success of this program. The reported PERSTEMPO and OPTEMPO data provide a means to assess the health of the force, force utilization and to inform force management and readiness risk decisions.

e. The relationship between readiness, force size and approved global force presence is one driver of PERSTEMPO and OPTEMPO. Accordingly, PERSTEMPO and OPTEMPO data informs force structure development and POM processes to manage stress on the force.

4. Scope and Applicability. The provisions of this instruction are applicable to all Active Component (AC) and Reserve Component (RC) units and all non-Navy units with Navy personnel attached.

5. Definitions. This instruction codifies definitions for the terms OPTEMPO and PERSTEMPO. Standard definitions of terms are provided in enclosure (3), per references (a) and (e).

6. Policy and Procedures

a. The Navy PERSTEMPO Program policy and procedure requirements are delineated in enclosure (1).

b. The Navy OPTEMPO Program policy and procedure requirements are delineated in enclosure (2).

c. Force structure and POM processes should be informed by PERSTEMPO and OPTEMPO data to manage stress on the force.

7. Responsibilities

a. The Chief of Naval Operations (CNO) is the program sponsor and will provide policy and direction, as appropriate, in coordination with the force providers (U.S. Fleet Forces Command (USFLTFORCOM), U.S. Pacific Fleet (PACFLT), Naval Special Warfare Command (NAVSPECWARCOM), Naval Forces Europe (NAVEUR) and U.S. Naval Forces Central Command (NAVCENT)).

b. Deputy Chief of Naval Operations for Operations, Plans and Strategy (CNO N3/N5) is the Office of the Chief of Naval Operations (OPNAV) PERSTEMPO and OPTEMPO program coordinator. The Plans and Global Force Management Branch (OPNAV N312) will collect deploy-to-dwell data and staff changes to this instruction.

c. Deputy Chief of Naval Operations for Manpower, Personnel, Training and Education (CNO N1) is the OPNAV PERSTEMPO program manager and will staff changes to enclosure (1) of this instruction.

Director, Military Personnel, Plans and Policy (OPNAV N13) is the PERSTEMPO policy branch. The Military Pay and Compensation Policy Branch (OPNAV N130) will staff pay and compensation policy determinations.

d. Commander, Navy Personnel Command (COMNAVPERSCOM) is responsible for the management of PERSTEMPO and its information technology (IT) system component.

e. Deputy Chief of Naval Operations for Integration of Capabilities and Resources (CNO N8) shall use PERSTEMPO and OPTEMPO to inform investment decisions. The Fleet Readiness Directorate (OPNAV N83) shall incorporate OPTEMPO data into appropriate fleet readiness reports.

f. Deputy Chief of Naval Operations for Warfare Requirements and Capabilities (CNO N9) shall use PERSTEMPO and OPTEMPO to inform investment decisions using the Personnel, Equipment, Supply, Training, Ordnance, Networks and Installations (PESTONI) framework and Cross Functional Team.

g. All Navy echelon 2 commands shall monitor compliance of subordinate commands, report emergent issues with recommended courses of action and provide periodic reports to CNO, as delineated in enclosures (1) and (2). USFLTFORCOM, PACFLT, NAVSPECWARCOM, NAVEUR and NAVCENT shall consider potential PERSTEMPO consequences in addition to OPTEMPO metrics when developing and approving operating schedules.

h. All commands, activities and units shall provide their immediate superior in command (ISIC) with PERSTEMPO and OPTEMPO program data. ISICs shall consolidate and forward data to their echelon 2 commanders via their respective ADCON chains of command.

8. Records Management

a. Records created as a result of this notice, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this notice or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

9. Review and Effective Date. Per OPNAVINST 5215.17A, N312 will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency and consistency with Federal, Department of Defense, Secretary of the Navy (SECNAV) and Navy

policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016. The Navy PERSTEMPO and OPTEMPO Programs will both be reassessed in the event that reference (b) is cancelled. This instruction will be revised as required by any subsequent Secretary of Defense (SecDef) guidance.

10. Forms and Information Management Control.

a. Enclosure (4), OPNAV 3010/1: OPTEMPO Quarterly Report Data, is available via Navy Operations Collaboration at Sea (CAS) site at <https://www.uar.cas.navy.smil.mil/secret/navy/51/site.nsf/> or from OPNAV (N312) by emailing optempo@navy.smil.mil.

b. Reporting requirements contained within this instruction are exempt from reports control per reference (i), part IV, paragraph 7h.


M. M. GILBAY

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, <https://www.secnave.navy.mil/doni/default.aspx>.

NAVY PERSTEMPO PROGRAM

1. Purpose. The Navy PERSTEMPO program issues policy and reporting requirements for tracking deployment information at the individual Sailor level to comply with the requirements of references (a) through (j). It provides guidelines, procedures, and format for compliance tracking reports for the Navy.

2. Discussion.

a. The dynamic nature of deployment lengths and schedules, as a result of global events, dictate that the Navy evaluate the impact of deployments on Sailors' quality of life. Additionally, there are a number of non-deployment events that require Sailors to spend off-duty time away from the member's permanent duty station or homeport. Monitoring PERSTEMPO of Sailors requires accurate data. The accuracy and timeliness of this data is the responsibility of Commanding Officers and Officers-in-Charge (OIC).

b. Specific statutory requirements found in reference (a) require that the deployment, or potential deployment, of Navy personnel be managed to ensure that the member is not deployed longer than certain high deployment thresholds (for the purposes of PERSTEMPO calculation, a member of the Navy shall be considered deployed per the definition of a "deployment PERSTEMPO event" in enclosure (3) of this instruction).

c. Additionally, reference (d) directs the tracking of non-deployment PERSTEMPO events which do not count towards high deployment thresholds but which still have an impact on quality of life for Sailors. Non-deployment PERSTEMPO events are defined in enclosure (3) of this instruction.

d. Service members can access and review their own PERSTEMPO data at BUPERS online. Report any discrepancies to your command PERSTEMPO coordinator.

3. Scope and Applicability. The provisions of this enclosure are applicable to all Navy units and all non-Navy units with Navy personnel attached. Waivers or approvals that allow PERSTEMPO in excess of thresholds do not remove the reporting requirement for any unit.

4. Definitions. Standard definitions of terms are provided in enclosure (3).

5. Policy and Procedures.

a. Reference (d) defines PERSTEMPO events as falling into two categories, deployment and non-deployment, and further defines those categories. In order for commands to manage the deployment of individual Sailors effectively with regard to these requirements, the PERSTEMPO data system has been designed to continuously maintain a PERSTEMPO deployment counter for every Navy member. Additional information is available through the PERSTEMPO Web site (<http://www.public.navy.mil/bupers-npc/support/itempo>).

b. High Deployment Waiver Thresholds. Per reference (a), the deployment or potential deployment of Navy personnel shall be managed to ensure that the member is not deployed longer than the following PERSTEMPO high deployment thresholds:

(1) One-year High Deployment Waiver Threshold. Maximum of 220 days deployed in a 365-day period; or

(2) Two-year High Deployment Waiver Threshold. Maximum of 400 days deployed in a 730-day period.

c. Advance Approval Requirements and Authorities

(1) Advanced approval is required when exceeding above defined PERSTEMPO limits.

(2) Per reference (a), authority to approve members to exceed a PERSTEMPO high deployment threshold rests with the SecDef, unless further delegated. This approval requirement is suspended while reference (b) is in effect.

(3) While reference (b) is in effect, it is Navy policy that advanced approval from the first Flag or General Officer (of any branch of Service), Senior Executive Service or Senate-confirmed appointee in the chain of command is required prior to exceeding PERSTEMPO thresholds. This authority automatically expires when reference (b) is rescinded.

(4) Per reference (e), the period of active duty specified on orders for Ready Reserve members to perform involuntary active duty shall not exceed 12 months. At Service discretion, this period may exclude individual skill training required for deployment and post mobilization leave.

d. Advance Approval Process. Prior approval to exceed thresholds must be submitted no later than 30 days prior to exceeding the 220 and or 400-day PERSTEMPO high deployment thresholds. Additional local policies may apply.

(1) Approvals from first Flag Officer in a service member's operational chain of command must be obtained for each individual who is anticipated to exceed a PERSTEMPO high deployment threshold. However, units are encouraged to consolidate individual requests into a single submission and to request approval for all anticipated deployment periods at one time.

(2) Copies of the approvals should be e-mailed to perstempohd@navy.mil, which is the PERSTEMPO help desk, or mailed to:

Commander Navy Personnel Command
PERSTEMPO Program Management Office (PERS 34)

Bldg 769 Room 104
5720 Integrity Drive
NSA Mid-South
Millington TN 38055

(3) If a consolidated request is utilized, affected members must be listed individually with pertinent individual data such as name, social security number, accrued deployment days, etc. Use of personally identifiable information must be properly marked, with e-mails encrypted. Requests may be formatted per local policies; however, approval requests must contain the required information, must explicitly state the anticipated deployment period(s) which would cause members of the unit to exceed PERSTEMPO high deployment thresholds and, if approved, must be in a format such that the unit is able to retain documentation of the approval for a period of 3 years.

e. Deployment PERSTEMPO Events. Per reference (d), deployment PERSTEMPO event categories are:

(1) Operations. Military actions carrying out a strategic, tactical, service, training or administrative military mission; supporting domestic civil, humanitarian or counter-drug military missions; and combat, including movement, supply, attack, defense and maneuvers needed to gain the objectives of any battle or campaign. Operations are generally named by the Joint Staff.

(2) Exercise. A named military maneuver or simulated wartime operation for training or evaluation. It may be a combined, joint or single-Service exercise.

(3) Unit Training. All or part of a unit accomplishing a training objective away from their permanent duty location. Unit training includes exercises that have not received an official designation.

(4) Mission Support and Temporary Duty. Duties that include meetings, conferences, staff visits, staff augmentation and medical appointments.

(5) Home Station Training and Local Operating Area of a Ship or Vessel. Training conducted within the limits of an installation, base or local operating area of a ship or vessel. The area must have been predetermined and documented by appropriate authorities.

f. Non-deployment PERSTEMPO Events. Reportable PERSTEMPO events which do not count towards high deployment thresholds. Per reference (d), non-deployment PERSTEMPO event categories are:

(1) Individual Training. Institutional training conducted in a school or training center of a centralized, Department of Defense or single-service training organization.

(2) Duty in Home Station or Home Port. Home station or home port duty performed at the permanent location that the member's unit occupies when not committed to an operation.

(3) Hospitalization in Area of Permanent Duty Station or Homeport. The formal admission to a medical treatment facility.

(4) Disciplinary Event. The confinement of a military member whereby he or she is restricted from performing normal duties.

(5) Inactive Duty Training (IDT). Training performed under orders by a member of the RC, not on active duty or active duty for training. IDT consists of regularly scheduled unit training assemblies, additional training assemblies, periods of appropriate duty or equivalent training and any special additional duties authorized for RC personnel. To be considered a PERSTEMPO event, the IDT must be performed at a location that is not their permanent training site and is either 100 or more miles, or 3 or more hours travel time, from their permanent civilian residence.

(6) Muster Duty. The personnel status accounting of Service members attached to a Reserve command. To be considered a PERSTEMPO event, duty must be performed at a location that is not their permanent training site and is either 100 or more miles or 3 or more hours travel time from their permanent civilian residence.

(7) Funeral Honors Duty. The rendering of military honors to a deceased military member by RC members. To be considered a PERSTEMPO event, the duty must be performed at a location that is not their permanent training site and is either 100 or more miles or 3 or more hours travel time from their permanent civilian residence.

g. Clarifications.

(1) The tracking of PERSTEMPO should begin the day of the qualifying PERSTEMPO event and end the day of return of the PERSTEMPO qualifying event. The measurement of a day when referring to PERSTEMPO does not require 24 hours to be considered a PERSTEMPO day, nor will the day of return be counted as a day away. For example, if a member departs on Monday afternoon and returns on Tuesday morning, only Monday counts as a PERSTEMPO day.

(2) Leave while deployed shall not count as deployed time. Exceptions to this may be granted at the discretion of the SECNAV for circumstances requiring personnel to take chargeable leave in order to be exempted from duty requirements or watch standing requirements. In general, leave that would extend the actual or projected deployed time shall not be counted as deployed time.

(3) When a member is deployed and requires hospitalization away from the permanent duty station, the member is still considered deployed.

(4) If a member is deployed and requires hospitalization at the permanent duty station, then the member is no longer considered deployed. If a line of duty investigation determines injuries are due to member's misconduct, then deployment days do not accrue in the hospital when the hospital is away from the member's permanent duty station. Per reference (d), these are reportable non-deployment PERSTEMPO events.

(5) Non-deployment PERSTEMPO events, although tracked in the PERSTEMPO system, are not part of the calculations for high deployment gates of 220 days within previous 365 days or the 400 days within the previous 730 days.

h. High-Deployment Allowance. Reference (f) gives SECNAV the authority to pay an allowance to members exceeding specified high deployment thresholds. The thresholds for payment are different from the thresholds requiring waiver per reference (a) and this instruction. The authority to pay a high-deployment allowance is revoked while reference (b) is in effect.

i. Hardship Duty Pay – Tempo (HDP-T). SECNAV authorized payment of HDP-T while reference (b) is in effect. HDP – Tempo is governed by MILPERSMAN 7220-075.

j. PERSTEMPO Program Reporting Requirements.

(1) Commanders and OICs of all Navy activities are responsible to reporting all deployment and non-deployment PERSTEMPO events in the PERSTEMPO system. Navy leadership must become personally involved to ensure PERSTEMPO events are accurately reported on time. Accounting for Sailors PERSTEMPO events when assigned temporary duty at another command remains the responsibility of the member's parent command. For RC personnel, Navy Operational Support Center (NOSC) CO's are responsible for reporting on Reservists assigned to training reserve unit identification code (UIC) associated with their NOSC.

(2) To track reporting compliance, commanders and OICs of all Navy activities are required to report when no PERSTEMPO events occur during a month. Compliance means a UIC either submitted a PERSTEMPO event(s) or certified there were no PERSTEMPO events. All UICs are required to indicate they are compliant by the last day of the month. Compliance also includes adjudication of Expired Events. All UICs are required to adjudicate any Expired Event associated with their UIC no later than 30 days after the event's Projected End Date.

(3) The PERSTEMPO system is an unclassified system. Sensitive UICs shall not report elements of a PERSTEMPO event that are classified. Classified PERSTEMPO events shall be tracked by other classified means. Sensitive UICs should report "no PERSTEMPO event or negative report" in the PERSTEMPO system for any month a sensitive UIC only has classified

PERSTEMPO events in order to comply with PERSTEMPO reporting requirements.

6. Responsibilities.

- a. CNO N1 will provide PERSTEMPO direction.
- b. OPNAV N13 will provide PERSTEMPO policy.
- c. COMNAVPERSCOM PERSTEMPO Program Management Office shall:

(1) Administer the execution of the PERSTEMPO program. The PERSTEMPO program manager is responsible to train, advise and assist the fleet regarding PERSTEMPO procedures; provide PERSTEMPO system access control and help desk; monitor PERSTEMPO field operations; and monitor and report compliance and data accuracy.

(2) Determine the best repository to obtain the authoritative data for paying the high deployment allowance. High deployment data is governed per reference (g), volume 7A, chapter 65.

d. Navy Personnel Command detailers should consider PERSTEMPO, as well as career progression, needs of the Navy and individual desires during the detailing process. It is recognized that the detailing timeline and order writing process is well in advance of transfer dates and that an individual's PERSTEMPO will likely change during that process. It is incumbent upon individual units to review the PERSTEMPO of prospective gains.

- e. Commanders and OICs of all Navy activities shall:

- (1) Provide their ISIC with individual PERSTEMPO program data.
- (2) Report PERSTEMPO events in the PERSTEMPO system.

NAVY OPTEMPO PROGRAM

1. Purpose. The Navy OPTEMPO program issues policy and reporting requirements for tracking deployment information at the unit level and provides control levels, procedures and format for the quarterly OPTEMPO report to the CNO. The Navy OPTEMPO control levels specified in this enclosure are compliant with the SecDef guidance provided in reference (e).

2. Discussion. OPTEMPO program is designed to track and report an individual unit's pace of operations. The OPTEMPO program is built around three specific CNO-designated controls: operational deployment length, Deploy-to-Dwell ratio (D2D) and CUDs.

a. Operational Deployment Length. An operational deployment length is defined as the period of time a unit departs to meet a SecDef-approved operational requirement. A unit is either in dwell or on an operational deployment. Expanded definition is located in enclosure (3) paragraph 2.h. Maximum unit operational deployment length is seven months (220 days). CNO approval is required for any unit exceeding 220 days and SecDef approval is required for any unit exceeding 365 days.

Note: Per reference (e), the period of active duty specified on orders for Ready Reserve members to perform involuntary active duty shall not exceed 12 months. This period may exclude individual skill training required for deployment and post mobilization leave.

b. D2D. Dwell is the period of time between operational deployments. A unit is either in dwell or on an operational deployment. Dwell time is further defined in enclosure (3) paragraph 2.c.

(1) D2D Guidance: Per references (c) and (e), active duty components may not exceed a 1:2 ratio for time spent deployed compared to time not deployed. Reserve components may not exceed a 1:4 ratio for time spent mobilized compared to not mobilized. Breaking these redlines requires SecDef approval. Force providers will strive to achieve at least a 1:3 D2D ratio for active components and at least a 1:5 mobilization-to-dwell ratio for reserve components.

(2) D2D Guidance Exceptions: Per reference (e), multi-crewed active component Navy forces with force generation processes designed to enable continuous forward presence (e.g., "Blue/Gold" crews on SSBN, SSGN, LCS) shall not exceed a 1:1 operational D2D ratio without SecDef approval. Similarly, Navy force structure generates units designed for 1:2 deploy-to-dwell (i.e., out of three units, one is deployed, two are in dwell for maintenance, training) and surge (e.g., NECC, MPRA). In these cases, operational deployment counter shall start and stop upon the day of assumption of command of the unit or mission and upon relinquishment of the unit or mission and does not include transit time and crew turnover. Travel and crew turnover time are still counted for PERSTEMPO. In cases where these units force generation and deployment cycles change outside the GFMAP and D2D is impacted, it is imperative that

waivers for violations be obtained from SecDef using the procedures established in this instruction.

(3) CUD. All Naval units shall track and report days spent at sea regardless of deployment status. CUDs begin to accrue the day a unit gets underway and continue counting until the unit returns to homeport. Units shall calculate CUD across a three-year period (2 years back, 1 year forward). Expeditionary or other land-based units shall track and report days spent away from homeport as underway days when a simple majority of the unit is required to depart home station for unit level training (e.g., Naval Air Station Fallon (AIR WING FALLON), Composite Training Unit Exercise (COMPTUEX), (REDFLAG). The maximum CUD is 547 days in a 1095 day period (50% away from homeport) with the following exception: submarine units have a CUD limit of 613 days due to a six-year maintenance cycle. Fleet commanders shall manage unit schedules so that no unit is away from homeport for more than the CUD limit during this three-year period. Navy Component Commander approval and CNO notification is required for any units exceeding calculated CUD.

(4) Forward Deployed Naval Forces (FDNF). Navy units and staff permanently forward deployed overseas comprise the FDNF. As soon as an FDNF unit gets underway they are considered deployed. OPTEMPO definitions and limits for Operational Deployment Length and Cumulative Underway Days are the same for FDNF units as all other Navy units. However, the dwell guideline shall apply only to operational deployments in support of a combatant commander (CCDR) outside their assigned numbered fleet area of responsibility and shall be tracked using a 1:2 operational D2D ratio.

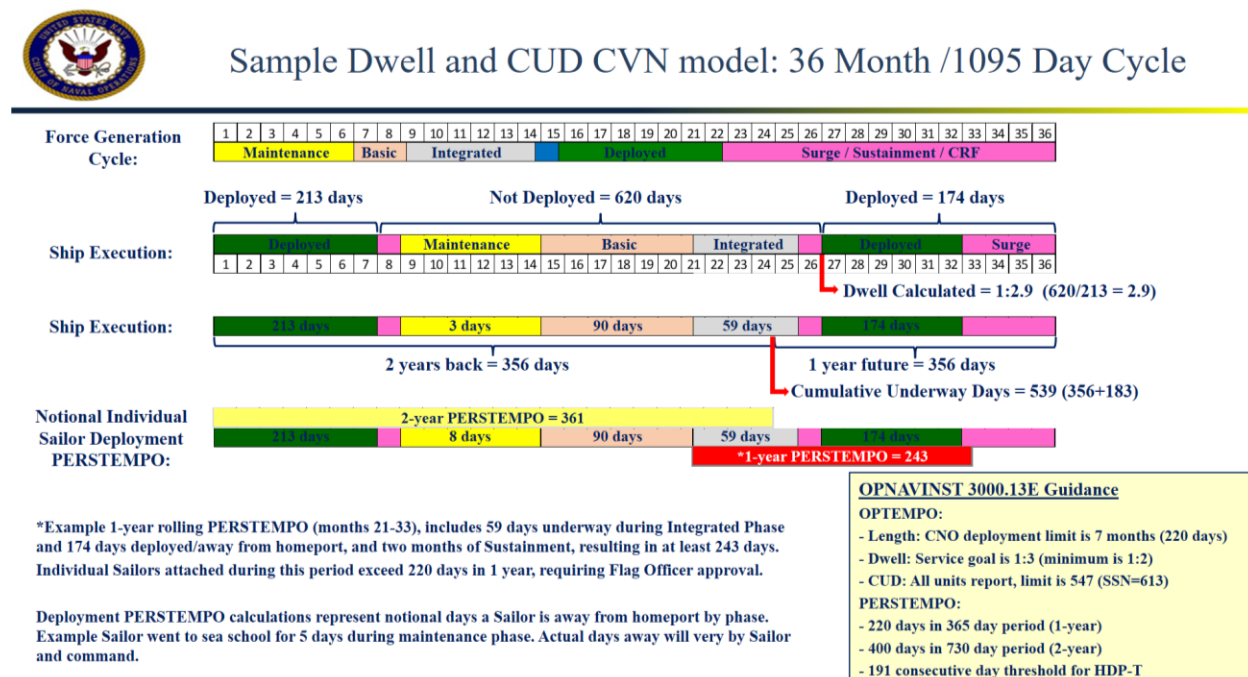


Figure 2-1 Sample Dwell and CUD calculations

3. Scope. The provisions of this instruction are applicable to all Navy commands and units. Due to unique missions or operating cycles, some units may be unable to meet the CNO's OPTEMPO program control levels. However, commanders of all units are required to meet reporting requirements and force providers shall endeavor to meet program guidelines. All units shall be tracked at the basic deployable unit level. The following clarifies how the OPTEMPO Program applies to certain types of units:

a. OPTEMPO of units with rotational crews (e.g. SSBN, SSGN, LCS) shall be tracked at the individual crew level. These units shall follow the same reporting requirements established by this instruction.

b. OPTEMPO of units that deploy as detachments shall be tracked at the detachment level.

c. OPTEMPO of FDNF vessels shall be tracked at the unit level. These vessels shall be reported to their respective ISIC. NAVEUR shall include FDNF-Europe and NAVCENT shall include FDNF-Bahrain units in their respective OPTEMPO quarterly report. PACFLT shall include FDNF-Japan and FDNF-Guam units in their OPTEMPO quarterly report.

4. Definitions. Standard definitions of terms are provided in enclosure (3).

5. Policy and Procedures

a. OPTEMPO Program Quarterly Report. USFLTFORCOM, PACFLT, NAVSPECWARCOM, NAVEUR and NAVCENT shall submit OPNAV 3010/1 OPTEMPO Quarterly Report Data no later than 14 days after the completion of the previous quarter. Quarterly OPTEMPO program reports should be submitted via Navy Operations Collaboration at Sea site located at <https://www.uar.cas.navy.smil.mil/secret/navy/51/site.nsf> or by electronic mail to OPNAV N312 via optempo@navy.smil.mil. OPNAV 3010/1 shall be based on daily accounting by all active units. USFLTFORCOM, PACFLT, NAVSPECWARCOM, NAVEUR and NAVCENT shall each submit a quarterly report following the guidance provided in enclosure (4) for each unit category listed below:

(1) Unit Category

(a) Aircraft carriers

(b) Embarked staffs (CSG, destroyer squadron, amphibious squadron, etc.)

(c) Carrier-based aircraft/ Carrier based Squadrons

(d) Amphibious ships/ Expeditionary Strike Group Staff

(e) Surface combatants (including BMD ships)

- (f) Attack submarines
- (g) Guided missile submarines
- (h) Fixed wing expeditionary air
- (i) Rotary wing expeditionary air and detachment
- (j) Naval Expeditionary Combat Command
- (k) Special warfare units and detachments
- (l) Other United States Navy seagoing or deploying staffs and detachments

b. Waiver Requirement

(1) Violations and potential violations of OPTEMPO control levels shall be reported as soon as they are recognized.

(2) Waivers for deviation from OPTEMPO control levels shall be approved by CNO.

(a) Any unit that exceeds 365-day deployment length requires SecDef approval.

(b) Any unit that will exceed a 1:2 deploy-to-dwell ratio requires SecDef approval.

(c) SecDef approval is obtained through the Global Force Management process. SecDef signed Secretary of Defense Orders Book (SDOB) constitutes SecDef approval.

(d) Navy Component Commander approval and CNO notification is required for any unit exceeding 547 days (613 for submarine units) calculated CUD.

(3) USFLTFORCOM, PACFLT, NAVSPECWARCOM, NAVEUR and NAVCENT shall update enclosure (4) to reflect the deviation from control levels.

6. Responsibilities.

a. CNO is the program sponsor and will provide policy and direction, as appropriate, in coordination with the force providers.

b. CNO N3/N5 is the OPNAV OPTEMPO Program coordinator. OPNAV N312 will staff exception requests and will consolidate all quarterly reports into a single CNO quarterly OPTEMPO Program report to CNO.

c. Per reference (h), USFLTFORCOM serves as the Navy global force manager and develops recommended global sourcing solutions in response to CCDR requirements for general purpose forces, ad hoc forces and individual augments in coordination with PACFLT, NAVEUR, NAVCENT, Commander, U.S. Naval Forces Southern Command and Navy echelon 3 commands. USFLTFORCOM shall apply the controls provided in paragraph 2 in determining a potential sourcing solution.

d. USFLTFORCOM, PACFLT, NAVSPECWARCOM, NAVEUR and NAVCENT shall monitor compliance of subordinate commands, report emergent issues with recommended courses of action and provide quarterly OPTEMPO program reports no later than 14 days after the completion of the previous quarter. OPTEMPO reports should be submitted via <https://www.uar.cas.navy.smil.mil/secret/navy/nsf/>. As an alternative, OPTEMPO reports may be submitted by electronic mail to OPNAV N312 via optempo@navy.smil.mil.

e. Type commanders shall assess the material condition and fatigue of any unit exceeding OPTEMPO control levels.

f. All commands, activities and units shall provide their ISIC with unit OPTEMPO program data.

g. Unit commanders shall track individual detachments (below the Navy UIC level) if OPTEMPO control levels are exceeded for particular detachments but not the entire unit.

STANDARD DEFINITIONS FOR NAVY PERSTEMPO AND OPTEMPO PROGRAM

1. Discussion. Definitions for deployment vary between referenced source documents and are not interchangeable between PERSTEMPO and OPTEMPO. This instruction provides the following definitions to clarify higher level guidance and define the distinction between a deployment and an operational deployment.

a. Deployment, as defined in reference (a), tracks time away from a service member's permanent duty station or homeport.

b. Operational deployment, defined in reference (e), tracks time units spend accomplishing SecDef approved operational requirements including EXORDs, OPLANs or CONPLANs.

2. Definitions.

a. CUD. Measure of time across a three-year period (2 years back, 1 year forward) units spend at sea or away from homeport. Time begins to accrue the day a unit gets underway and continues counting until the unit returns to homeport. Expeditionary or other land-based units shall track and report days spent away from homeport as underway days when a simple majority of the unit is required to depart home station for unit level training (e.g. AIR WING FALLON, COMPTUEX, REDFLAG).

b. Deployment PERSTEMPO Event. One of the categories of PERSTEMPO events required to be recorded in the PERSTEMPO system. Per reference (d), a unit, detachment or individual is considered to be deployed or in a deployment on any day that, pursuant to orders, the unit, detachment or individual is performing service in a training exercise or operation at a location or under circumstances that make it impossible or infeasible for the members to spend off-duty time in the housing in which they reside when on garrison duty at their permanent duty station. Members of the RC shall be considered to be deployed or in a deployment on any day that, pursuant to orders that do not establish a permanent change of station, they are performing active duty as defined in section 101(d)(1) of title 10, United States Code, at a location that is not their permanent training site and is either 100 or more miles or 3 or more hours travel time from their permanent civilian residence.

Note: A member is not deployed or on a deployment when the member is performing service as a student or trainee at a school; performing administrative, guard, or detail duties in garrison at the member's permanent duty station; or if unavailable solely because of a hospitalization of the member at the member's permanent duty station or homeport or in the immediate vicinity of the member's permanent residence; or a disciplinary action taken against a member.

c. D2D ratio. An expression of time a unit, detachment or individual is operationally deployed to the time the unit, detachment or individual is in dwell.

d. Dwell. The period of time between operational deployments, calculated by counting the number of days between operational deployments. Dwell begins when the simple majority of a unit, detachment or an individual arrives at their homeport or permanent duty station following an operational deployment. Dwell ends when the simple majority of a unit, detachment or individual departs on an operational deployment. A unit is either on operational deployment or in dwell. Dwell is expressed as the following ratio: length of last deployment in days divided by days since last deployment (e.g., a 182 days operational deployment followed by 182 days non-deployed yields a dwell of 1.0 or a deployment to dwell ratio of 1:1.0, calculated to the nearest tenth). Squadrons or detachments that deploy to afloat units will use the departure and return dates of the afloat unit to which they are assigned for computation of operational deployment length and dwell.

e. FDNF. Navy units and staffs permanently forward deployed overseas comprise the FDNF.

f. Mobilization Period. That period of time from the date of activation pursuant to sections 12301(a), 12302, 12304, 12304a and 12304b of reference (a) to the date of release from active duty. The mobilization period dates will be used to calculate mobilization to dwell ratio.

g. Non-deployment PERSTEMPO Event. One of the categories of PERSTEMPO events required to be recorded in the PERSTEMPO system. Service members are considered to be non-deployed on any day that they are engaged in official duties, unable to spend off-duty time in the housing in that they reside, and (a) performing service as a student or trainee at a school (including any Government school); (b) performing administrative, guard or detail duties in garrison at their permanent duty station or home port; (c) unavailable solely because of hospitalization (when not deployed) or as a result of disciplinary action; or (d) a Reservist participating in inactive duty training, muster duty (Individual Ready Reserve only) or funeral honors duty.

h. OPTEMPO. OPTEMPO is an individual units pace of operations. OPTEMPO equals each of three distinct metrics: operational deployment length, calculated D2D and Cumulative Underway Days at sea (CUD) or days away from homeport for training as a unit or detachment.

i. Operational Deployment. The period of time a unit departs to meet a SecDef-approved operational requirement. An operational deployment begins when the simple majority of a unit, detachment or individual departs homeport, station or base to meet a SecDef approved operational requirement. An operational deployment ends when the simple majority of the unit, detachment or individual arrives back at their homeport. Forces operationally employed by SecDef orders at their home station or in "prepare-to-deploy order" status at home station are not operationally deployed. Events qualifying as an operational deployment:

(1) Recorded in Joint Capabilities Requirements Manager or electronic Joint Manpower and Personnel System.

(2) Is contained in the annual GFMAP and subsequent modifications.

(3) Is an assigned force demand registered in a Service directed and GFM data initiative compliant tool under the GFM data initiative reporting structure specified in DoD Instruction 8260.03 of 23 August 2006.

(4) Forces deployed in support of execute orders, operation plans or concept plans approved by the SecDef are also considered operationally deployed.

(5) In the event that a ship is underway but not operationally deployed (i.e exercise or training), then subsequently leaves for an operational deployment (per the above criteria), OPTEMPO control levels for the unit shall be calculated such that the entirety of underway time counts towards an operational deployment.

j. Operational Deployment Length. Time measured in days or months spent to meet a SecDef-approved operational requirement. For FDNF Forces, deployment length equals time spent generating forward presence for CCDRs. Time is measured from the time a FDNF unit begins underway until the units return to homeport. Transit time to and from homeport for aviation squadrons and detachments that deploy on afloat units shall not be included as part of the operational deployment length calculation. For Navy Expeditionary Combat Command units and aviation squadrons (e.g., fixed wing patrol squadron, expeditionary fixed wing electronic-attack squadron) that do not deploy to afloat units but deploy as a squadron or detachment, an operational deployment begins when 51 percent or more of a unit or detachment departs the permanent duty station for outside of the continental United States on a SecDef validated CCDR requirement. It ends when 51 percent or more of a unit or detachment returns to their permanent duty station. Because an operational deployment is clearly defined, there is no minimum time away from homeport that constitutes a deployment.

k. Personnel Tempo (PERSTEMPO). The amount of time members of the armed forces are engaged in their official duties at a location or under circumstances that make it infeasible for a member to spend off-duty time in the housing in which the member resides.

l. PERSTEMPO system. The PERSTEMPO system is the Navy IT system used to track and report PERSTEMPO events (both deployment and non-deployment) for individuals.

m. Unit. For the purposes of the OPTEMPO Program, a unit is defined as all forces operating under one UIC, except as described in enclosure (2), paragraph 3.